TeleCorder

Voice Logging Recorder

UC-02B and UC-04B

with UpCorder Software

TeleCorder

User Manual

Version 2.02-B-US, Rev. 3

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*Tele*Corder

Cost Effective Voice Logging Recorder

TeleCorder is used with the supplied UpCorder software to turn your PC into a digital audio recorder that can simultaneously record and play from phone lines or other audio sources. Recordings start and stop automatically using either phone line voltage sensing or audio activation. Recordings are stored on the hard drive of a PC (Win98/2000/ME/XP) using the included USB cable and software. The PC is also used to set up the TeleCorder, play back recordings, and copy recordings for archival purposes.

TeleCorders # UC-02B and # UC-04B are used with UpCorder software and your PC. They do not have internal storage. Recordings are uploaded to your PC in real time using the supplied USB cable and are powered by your PC through the same USB cable. To record, your TeleCorder must be connected to a PC running the UpCorder software.

TeleCorders are also available with built-in computers and hard drives. TeleCorder models TC-02F and TC-04F store recorded conversations to an internal hard drive. They can also be connected to a PC for control and back-up archiving via plug-and-play USB cable. A PC is not required for set-up, recording, and playback of conversations. Contact your TeleCorder sales representative for additional information.

I. TeleCorder Configurations

Model Type	**2 Channel UC-02B**	**4 Channel UC-04B**
Supplied Accessories (phone line cables)	2 each # T-18 (18' phone cable with "T" adapter)	2 each # MTJ-S2 (line splitter) 4 each # T-18 (18' phone cable)
Supplied Accessories (other)	USB cable to connect the recorder to your PC, CD with UpCorder software for use in a PC (for Win98/2000/ME/XP), and this manual.	

If you purchased optional items such as cables and/or adapters for installation to audio sources that do not terminate in standard RJ11 phone jacks, see the instructions that were provided with the optional accessories for additional installation and operation procedures.

II. Cable Connections and Testing

1. Identify the Front Panel LEDs and Rear Panel Connections

Unpack and check the contents of the TeleCorder package.

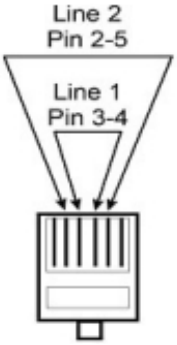
Front view of TeleCorder # UC-02B and # UC-04B with LEDs for channel activity and power.

Rear view showing USB jack for connecting to a computer, two modular phone jacks for connecting to two (UC-02B) or four (UC-04B) phone lines or other audio sources to be recorded, and optional 5vDC jack to power accessories (the recorder is powered via the USB cable, not this jack). The LAN and 232 labels have no meaning with TeleCorder models UC-02B and UC-04B. There are no connections behind the LAN and 232 labels.

2. Connecting to Phone Lines and Other Audio Sources

TeleCorder inputs require 2-wire analog audio such as from direct connection to analog phone lines, two-way radios, amplified microphones, telephone handset or headset audio (analog or digital phones, using direct connection to earpiece audio or with the optional TSA-3LM or TSA-SLM adapters), etc.

a. Connecting Audio Sources to the 2 Channel TeleCorder Model UC-02B



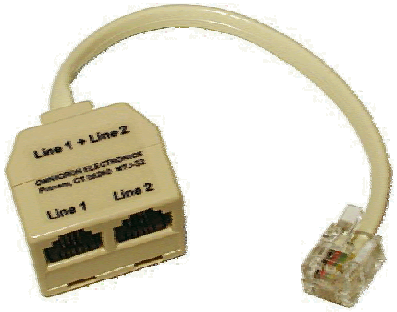
The TeleCorder connects in parallel to your audio sources. There are two modular phone jacks on the back of the TeleCorder Model UC-02B. Each jack is wired for connection to one of the two channels using the center pair of contacts (as with standard RJ-11 phone jacks). When looking at the back panel, the jack on the left is for channel one (also called "Port 1"), and the jack on the right is for channel two (also called "Port 2"). The left jack is also wired for both channels as with standard RJ-14 phone jacks (see image at right — Ch-1 on inside pins 3+4, Ch-2 on adjacent pins 2+5).

Two T-18 cables (18' phone line cable with T-adapter, photo at left) are supplied with the recorder. You can use these or other suitable cables to connect to your phone lines or other audio sources.

If you wish to record from multiple line analog phones or digital telephone sets, instead of individual phone lines, the most popular way to connect is with a handset splitter. The handset splitters (such as the Omnicron TSA-3LM or TSA-SLM) are available from your TeleCorder representative. Your sales representative can also assist you in selecting other cables or adapters to simplify installation for your application.

b. Connecting Audio Sources to the 4 Channel TeleCorder Model UC-04B

Each modular phone jack on the back of the TeleCorder UC-04B has connections for two phone lines or other audio sources. When looking at the back panel, the jack on the left is for Ports 1 and 2, the jack on the right is for Ports 3 and 4.



The modular jacks use pins 3 & 4 for the first input (center pair), and pins 2 & 5 for the second input (see the drawing above right). Each individual input can be referred to as either a Channel or Port.

If it is more convenient to install using separate cables for each channel, use the supplied MTJ-S2 line splitter (photo at right). Plug the short cable from the MTJ-S2 into one of the modular jacks on the back of your TeleCorder. Plug the first phone line or other audio source to be recorded into the jack labeled Line 1, and the second phone line or other audio source into the jack labeled Line 2.

Connect audio sources for channels one and two using the left jack as with instructions for the two

channel TeleCorder (see page 4 “a”), and channels three and four to the right jack in a similar manner. The UC-04B is supplied with two of the MTJ-S2 splitters to provide individual jacks for each input and four T-18 cable sets for connecting to phone lines.

If connecting to telephone sets where a channel will be recording all conversations on a particular phone regardless of what line they are using, instead of recording from a phone line where all conversations on the line will be recorded regardless of which phone is using the line, you should make connections to the phone using adapters such as the Omnicron TSA-3LM or TSA-SLM or by directly connecting to the earpiece audio connections inside of the phone (both sides of a conversation are present at the earpiece).

If it is not convenient or possible to install using standard modular jacks, identify the pair of wires for each line or audio source and connect in parallel to each individual input on the TeleCorder.

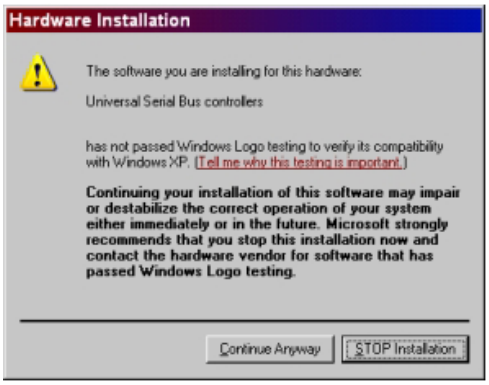
With bundled phone wiring, you must first identify the line pairs among the wiring cables and then connect the wires from the TeleCorder inputs to these pairs. Equipment and wiring diagrams may be required to expedite proper installation. Check with your phone or wiring provider for assistance as needed.

3. Power Connection

TeleCorders without built-in hard drives (UC-02B and UC-04B), are powered from your PC via the USB cable. No additional power connections or adapters are used. When connected to your PC via the USB cable, it is ON when your PC is ON, and OFF when your PC is OFF. It will not record conversations unless it is connected to your PC and the UpCorder software is active on your PC. The blue power ON light will be lit and channel activity lights will indicate active channels even if they are not being recorded by the PC.

4. Installing UpCorder Software on a PC (Win98/2000/ME/XP)

Install UpCorder software from the CD included with your recorder prior to connecting the supplied USB cable from the recorder to the USB port on your computer.


Hardware Installation
The software you are installing for this hardware:
Universal Serial Bus controllers
has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)
Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.
Continue Anyway
STOP Installation

Insert the CD into the CD drive on your PC. If it does not auto run to show the install procedure, look at files on the CD using file manager and open the “SetUpCorderUS.exe” file. Follow on-screen instructions. If your PC is running WinXP, you may be asked for Microsoft signature (screen shot at right). Select continue until installation is finished. The UpCorder program for your TeleCorder will now be installed in your computer, be listed under Programs, be in Control Panel add/remove programs, and there should be an icon on the desktop for the UpCorder software (image at left). If you would like the TeleCorder to automatically run and start recording when the computer is powered ON, place (drag) a copy of the UpCorder icon into the Startup folder of your PC.

5. Connecting TeleCorder to a PC

Connect the supplied USB cable (photo at right) from the USB port on the back of the TeleCorder to a USB port on your computer. The first time you connect the TeleCorder to your computer, your PC should display “New Hardware Found — USB TeleCorder” message, search for and install the required driver software (FTDIFTD2XX.dll).

A “Blue” LED on the front of your TeleCorder will light to show that it has power.

If connecting a TeleCorder to a PC that was previously used with a different TeleCorder, you may receive a pop-up message telling you

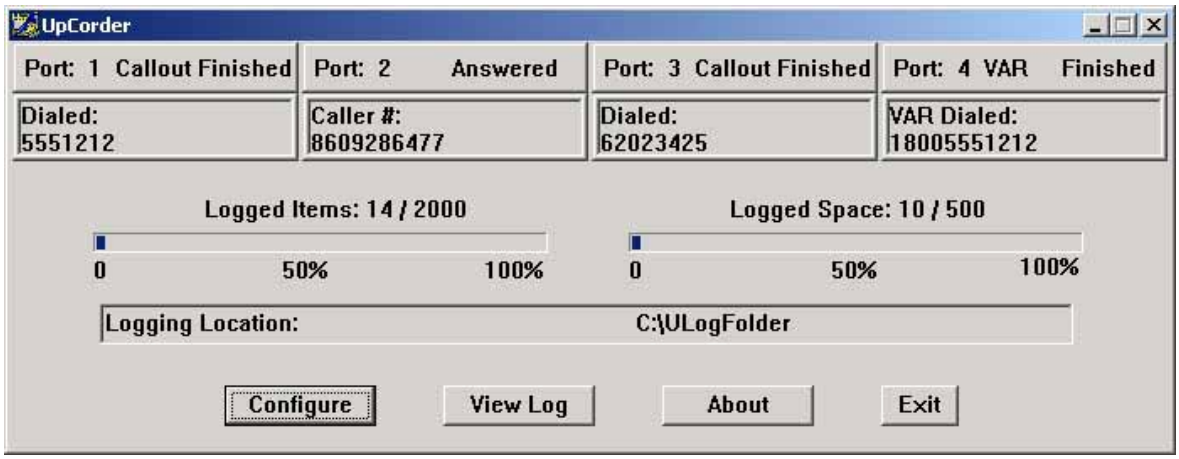
that it has “Found New Hardware. The file ‘FTD2XX.sys’ on FTDIFTD2XX Drivers Disk — Files Needed”. Type the path to the folder where the driver was previously installed (such as: C:\Program Files\TeleCorder\UpCorder), or the path to the drivers folder on the CD supplied with your TeleCorder (such as: E:\Drivers, where E is the CD drive on your PC containing the UpCorder CD).

Run the UpCorder program by clicking on the icon on your PC desktop that was created when the program was installed or from the programs list. Refer to manual section III (below) for detailed information.

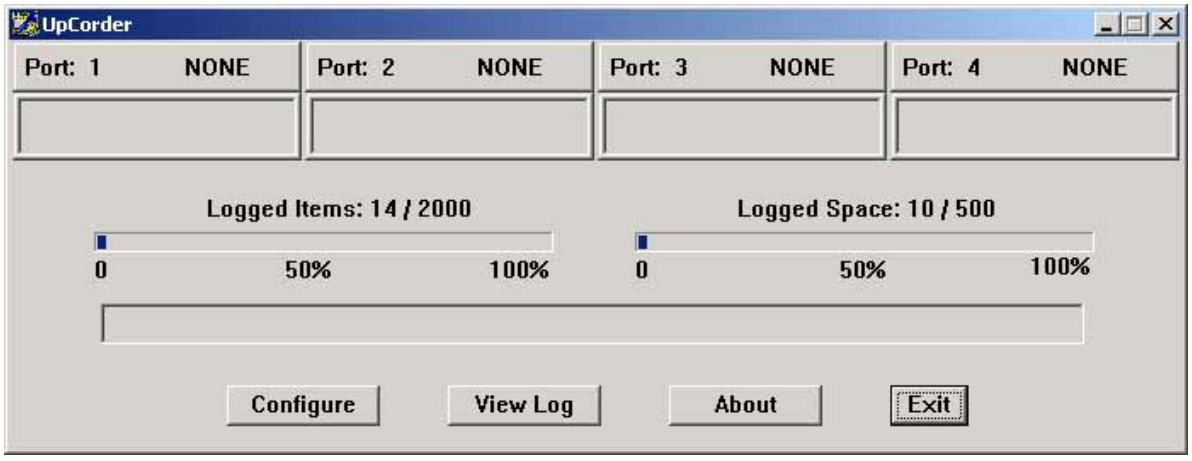
III. Using TeleCorder

1. Computer Windows

a. After launching the UpCorder software, the **Port Activity** window will be displayed.

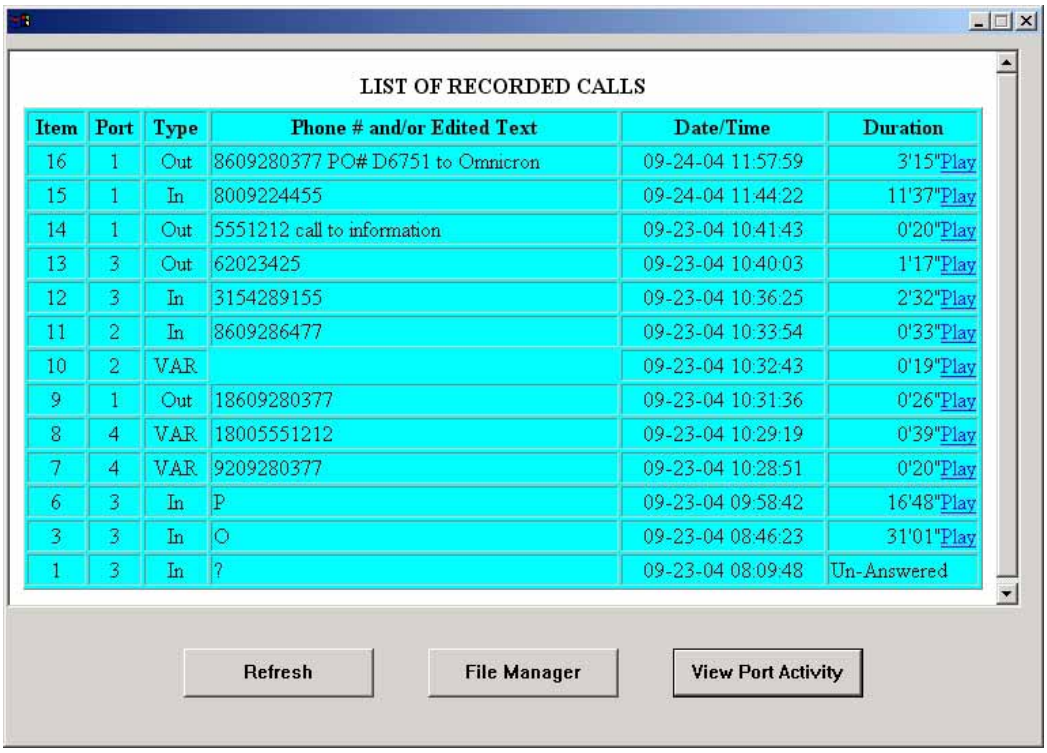


If the TeleCorder is not connected to your PC, the software will run in the off-line mode as shown below. Using this mode you can browse, search and playback the UpCorder recording files as well as convert them to WAVE files.



To view the logs of recordings in the most recent ULogFolder, click the **View Log** button. If there are recordings logged, the “List of Recorded Calls” log window will pop up. An example is shown on the next page. To view the logs of recordings in a different ULogFolder, click the **Configure** button and use **Browse** to open a different folder of recordings. You can also open folders of recordings by using the Windows file manager to locate the folder and opening the .HTM file in the folder (this file will be named “ULogTestNew.htm”, unless you changed it when creating a new ULogFolder).

b. **List of Recorded Calls** window is displayed after clicking on the **View Log** button.

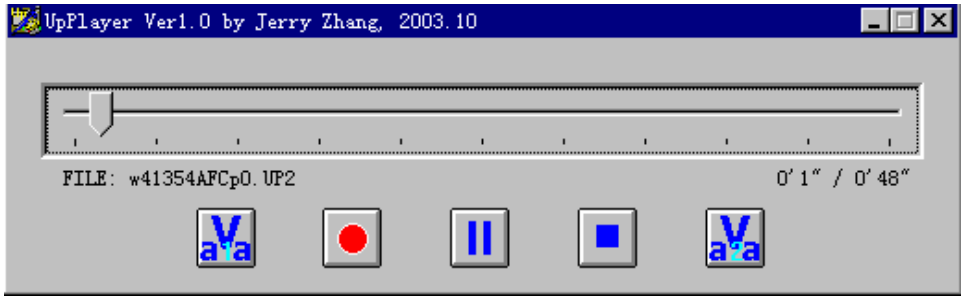


LIST OF RECORDED CALLS

Item	Port	Type	Phone # and/or Edited Text	Date/Time	Duration
16	1	Out	8609280377 PO# D6751 to Omnicron	09-24-04 11:57:59	3'15"Play
15	1	In	8009224455	09-24-04 11:44:22	11'37"Play
14	1	Out	5551212 call to information	09-23-04 10:41:43	0'20"Play
13	3	Out	62023425	09-23-04 10:40:03	1'17"Play
12	3	In	3154289155	09-23-04 10:36:25	2'32"Play
11	2	In	8609286477	09-23-04 10:33:54	0'33"Play
10	2	VAR		09-23-04 10:32:43	0'19"Play
9	1	Out	18609280377	09-23-04 10:31:36	0'26"Play
8	4	VAR	18005551212	09-23-04 10:29:19	0'39"Play
7	4	VAR	9209280377	09-23-04 10:28:51	0'20"Play
6	3	In	P	09-23-04 09:58:42	16'48"Play
3	3	In	O	09-23-04 08:46:23	31'01"Play
1	3	In	?	09-23-04 08:09:48	Un-Answered

Refresh | File Manager | View Port Activity

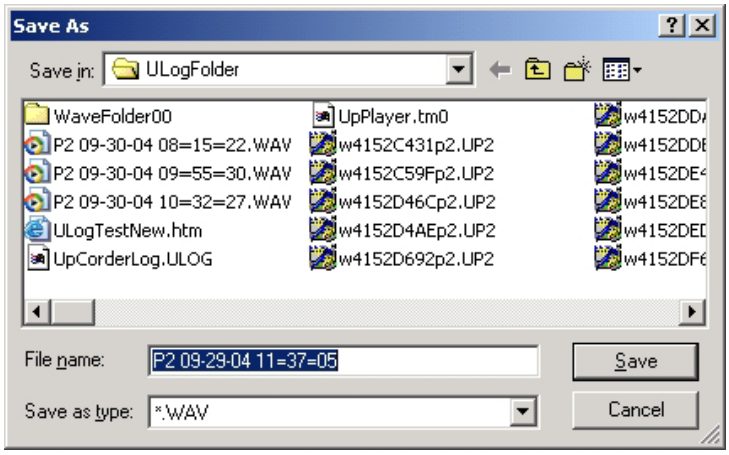
From the list of recorded calls, you can view recordings listed by date, start time, item number, port number, recording type, phone number, and duration. Caller ID from both FSK and DTMF formats may be displayed for recordings made in the phone line mode and if there was Caller ID service available on the line (**O** for Unavailable, **P** for Private). To play a recording, click the **Play** button at the end of the line and the player will pop up. If the recordings are saved in ".up" format they will be played using UpPlayer. If the recordings were saved in ".wav" format they will be played using the Windows default player. With the UpPlayer player you can move/drag forward or backward to advance or backup the section of a recording that is being played. Use the **AVA-1** or **AVA-2** buttons for Digital Automatic Volume Adjustment of the playback audio (DAVA). If files were recorded in the UpCorder format (.up), you can also save the recordings to standard Windows WAVE files for sharing with users that do not have TeleCorder software.



Pause/Play: Click the button with two vertical lines to pause playback, click again to resume.

Stop: Click the button with square box to end playback.

Save as Wave File: Click the button with a red dot to save the selected recording to your PC as a .wav file. The following image shows a sample of the dialogue box you will see if you click the red dot **Make WAVE File** button in the dialogue box. The recordings will be saved by default with a file name containing port number, plus the date and time of the call. You can change the folder where the recording will be saved and rename the file when converting to a WAVE file.



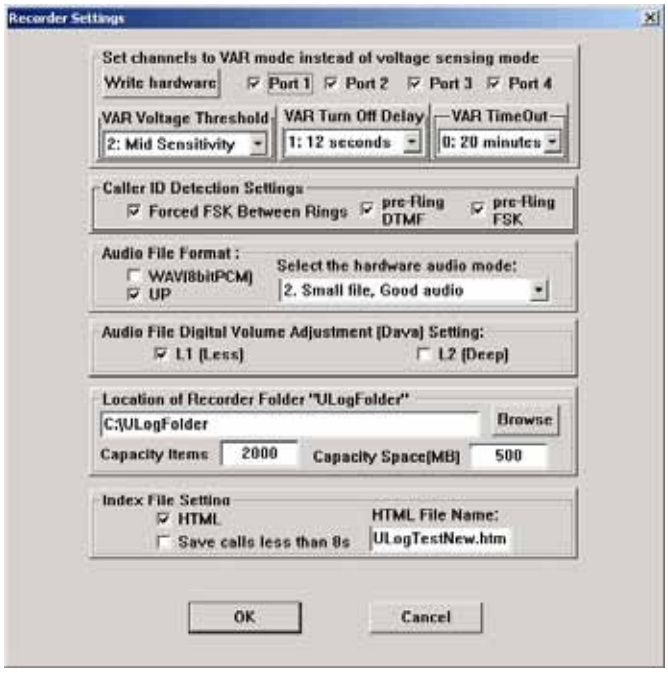
DAVA --- If the volume levels of the 2 sides of a conversation are different, or if the line quality was not well adjusted, the Digital Automatic Volume Adjustment (DAVA) function will amplify the lower or far side to more closely match the level of the stronger or near side of a recorded conversation during playback. Since background noise will also be amplified together with the sound, there will be a compromise to permit weak voices to be played at higher levels without raising background noise levels to objectionable levels. There are two levels of Dava available, AVA-1 and AVA-2. If automatic level control is required, use the one that provides the best audio quality.

When you are browsing the logs and listening to recordings, the application is active and will be recording voice files in the background. The list of recorded calls automatically refreshes every 25 seconds. Click on the "Refresh" button to synchronize the logs to show new recordings at any time.

To return to the monitoring port or channel activity, click the **View Port Activity** button. To edit the numbers or text information for an item in the list, search by date, phone number or edited text, make WAVE files conversion in batch mode, or delete individual recordings, click the **File Manager** button.

c. Setting Hardware and Software

From the **Port Activity** window click **Configure**. You will launch the **Recorder Settings** window for UpCorder hardware and software. Refer to the following screen image (a larger image is on page 10).



2. Recording Process

When connected to standard telephone lines, the TeleCorder will automatically record the telephone number called in or dialed out, time duration of the call and the voices of the conversation. You don't need to change your procedure for making or receiving your calls. Nevertheless, the following points should be considered. When connected to phone lines, channels should be set to start/stop recording using the voltage sensing mode, not the VAR mode (hardware set-up from **Recorder Settings** after selecting **Configure** from default "UpCorder" program screen). Date and time information is supplied by the clock in your PC.

If Caller ID numbers are not displayed, confirm with your telephone company that your phone lines have the Caller ID feature enabled. Otherwise, there will not be caller phone numbers recorded and displayed when managing the recordings. If you are connected to telephone handset audio, the recorder will not show caller numbers and will only show dialed out numbers if the handset has standard DTMF tones when dialing. Also check to be sure phone line channels are set for voltage sensing, not for VAR start/stop.

If Caller ID service is provided on the phone line, always wait to answer a call until after the second ring so that the phone number from the calling party can be received and stored with the recording.

When channels are set to start and stop recording using voltage sensing, outgoing calls will not be saved unless they are longer than 8 seconds and contain a minimum of 3 dialed digits (DTMF tones). This feature minimizes false recordings and does not apply when using Voice Activated Recording (VAR). This feature can be disabled from the **Recorder Settings** menu.

a. Setting for Phone Line or Voice Activated Recording (VAR)

When you first connect a new TeleCorder, default settings for all channels will be for Voice Activated Recording (VAR). Channels connected to phone lines should have their start/stop mode changed to the voltage sensing start/stop mode. In this mode, instead of monitoring audio levels, the recorder will monitor for DC voltages on the selected inputs to indicate on-hook and off-hook status. The phone line voltage is high when the circuit is not in use and will drop to a lower voltage when it is being used. Any channels set for on-hook/off-hook voltage sensing that are not connected to a phone line will not show any recordings due to the lack of the DC voltage changes that are required to initiate a recording.

If you connect any of the TeleCorder inputs to audio sources that do not have standard on-hook/off-hook voltages, these channels must be set for voice activated recording (VAR).

b. VAR Settings

Recorder channels set for the VAR mode will detect the audio level on the channel (port) input to start a recording. It will start recording when a preset audio level is reached (normal conversation levels), and stop after the audio drops below this threshold (no sound other than weak background noise) for a preset period of time. The length of quiet required for the recording to end is called "turn-off-delay".

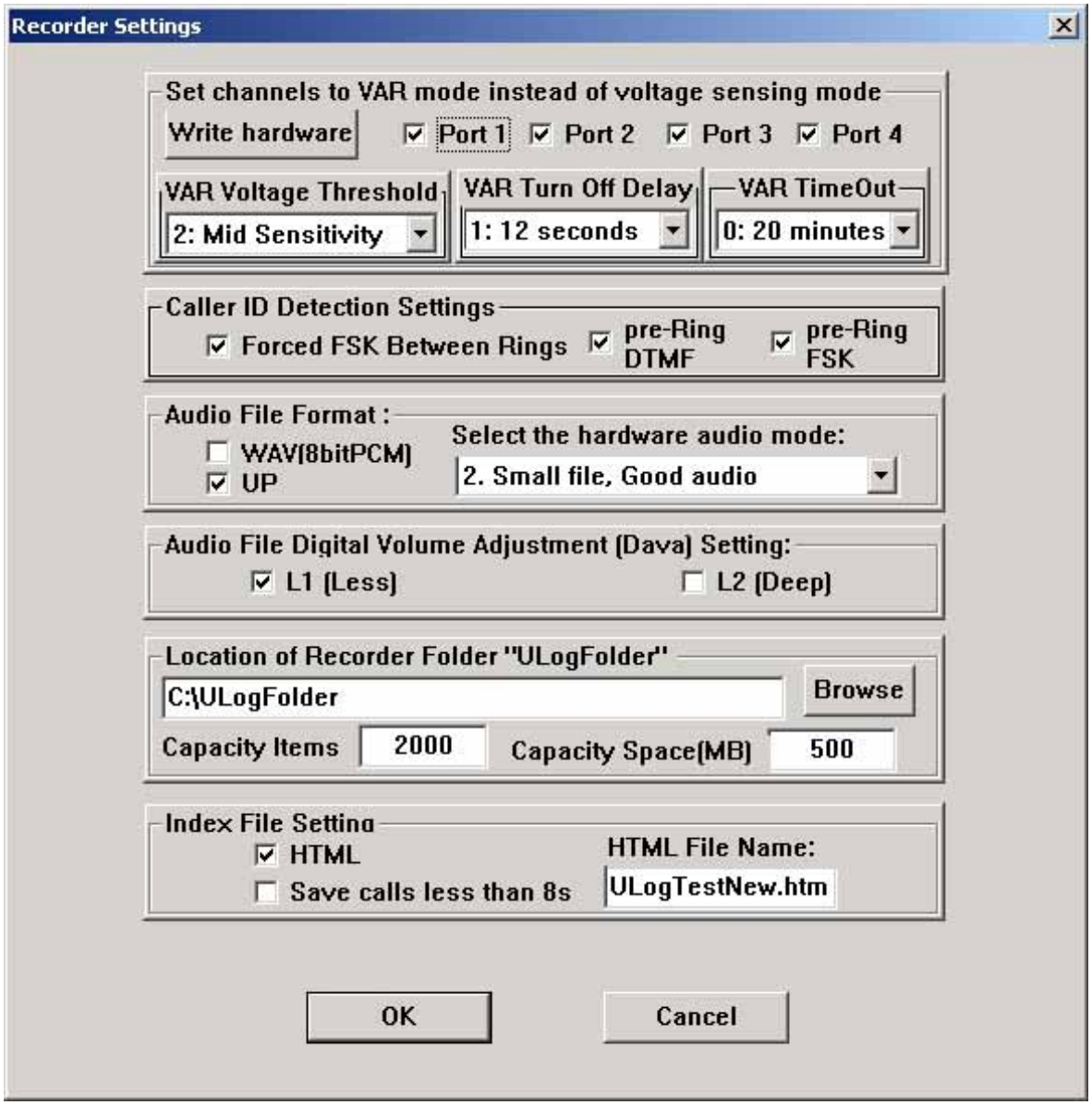
	Phone Line Recording	Voice Activated Recording (VAR)
Requirement to Start	Phone Line DC voltage lower than the threshold, o/a 20v DC	Audio level on input is loud enough or louder than preset threshold required to start recording
Requirement to Stop	Phone Line DC voltage higher than the threshold, o/a 20v DC	Audio level is lower than preset level required to continue recording for the selected turn-off-delay
Suggested Uses	Recording from standard analog phone lines	1. Radio recording, broadcast or two-way 2. Meeting recording with amplified microphone 3. Audio picked up from handset or headset of analog or digital telephone set (single or multi-line phone) 4. Analog phone line recording where DC voltage sensing cannot be used 5. Paging and Intercom audio

Parameters	1. DC Voltage Threshold: (This threshold is preset in the TeleCorder through hardware components and cannot be changed via software).	1. VAR or Off-Hook Mode for each channel 2. Threshold in 4 levels 3. Turn-off-delay/VAR space: (4, 12, 32, or 100 seconds) 4. VAR TimeOut to limit long recordings and start a new recording: (20, 40, 60, or 120 minutes)

3. Configuring Channels for Operation in VAR (Voice Activated) Mode

You will use the UpCorder program in your PC to select Phone Line recording (Voltage sensing start/stop mode) or VAR mode (Voice Activated Recording), and to change and confirm these and other operating parameters.

Using your PC with the UpCorder program running, select **Configure** from the main screen. This will open the **Recorder Settings** screen as shown here.



a. Channel/Port Setup: Each channel (also called Port) in the recorder can be set to start and stop recording using either audio activation (VAR for Voice Activated Recording) or voltage sensing. Channels showing a check mark in the boxes labeled **Port 1**, **Port 2**, **Port 3**, or **Port 4**, are set for VAR recording. Channels with no checkmark indicate they are set for phone line recording. For any channel you want to start/stop recording using the phone line voltage sensing mode, click on the box for that channel to remove the check mark, then click the **Write Hardware** button to confirm any changes. With 2 channel UC-02B, disregard Port 3 and Port 4 settings.

b. VAR Voltage Threshold: Set the threshold level to match the audio level on your audio source.

0: Extra Sensitive, suitable for weak audio sources with low background noise level; (for example, with weak earphone or line-out recording).

1: High Sensitivity, suitable for normal line level audio sources with low background noise levels; (normal phone handset earpiece audio or weak speaker of radio).

2: Mid Sensitivity, suitable for higher than normal audio levels and/or higher background noise levels; (for recording from a noisy phone line when voltage sensing cannot be used due to non-standard voltages or with normal speaker audio from a radio).

3: Low Sensitivity, suitable for very high audio levels, and high background noise levels. Recording may stop if audio levels are too weak; (phone recording with non-standard and very noisy DC voltages, or extra loud radio audio).

After making changes, click the button labeled **Write Hardware** to confirm any changes. You may be asked to un-plug and re-connect the TeleCorder USB cable to change the TeleCorder operating parameters that are set to the hardware inside of the TeleCorder. Changes to hardware settings should only be made when all channels are inactive. After settings have been changed, check to make sure all of the changes are functioning as expected.

c. Turn-Off-Delay: If any channels have VAR selected for recording start/stop, also select one of the four turn-off-delay options (**VAR Turn Off Delay**); 4, 12, 32 or 100 seconds. This setting will help to prevent recordings from ending during quiet periods. Click the **Write Hardware** button to confirm any changes. If set to 12 seconds, a recording will stop after 12 seconds of silence.

d. VAR TimeOut: If any channels have VAR selected for start/stop, set the **TimeOut** to one of the four choices; 20, 40, 60 or 120 minutes. This setting will limit the maximum length of a recording for easier management of long conversations or for when recording from broadcast radio where pauses may not be long enough to separate individual recordings using VAR for start/stop. If a recording reaches the maximum length of time that you select for VAR TimeOut, that recording will end, and a new recording on that channel will begin. Click the **Write Hardware** button to confirm any changes. This setting is only for recordings using VAR. It does not limit length of recordings when using voltage sensing for start/stop.

e. Time and Date Setting: Date and time are supplied by the clock in your PC. Check it for accuracy.

f. Audio Recording Modes: From this sub-button you can set the quality of recordings.

Mode 0 --- Large file, good audio.
8bit linear PCM mode used in the 1st generation recorders.

Mode 1 --- Tiny file, poor audio.
2bit ADPCM mode.

Mode 2 --- Small file, good audio.
3bit ADPCM mode. Default mode set from factory.

Mode 3 --- Large file, best audio.
8bit nonlinear PCM mode.

g. Caller ID Detection Settings: From this sub-button you can set (turn on/off) the Caller ID detection features.

Pre-Ring DTMF Detection: If the local Caller ID mode is DTMF and sent before the ring, you must turn this feature on. Otherwise, if erroneous caller numbers are sometimes received, you should turn this feature off.

Pre-Ring FSK Detection: If the local Caller ID mode is FSK and sent before the ring, you must turn this feature on. Otherwise, if erroneous caller numbers are sometimes received, you should turn this feature off.

Forced FSK Between Rings: The hardware/firmware is designed to detect FSK caller ID sent between rings, if there are difficulties with detecting correct caller ID numbers, you can turn this feature on to improve Caller ID detection.

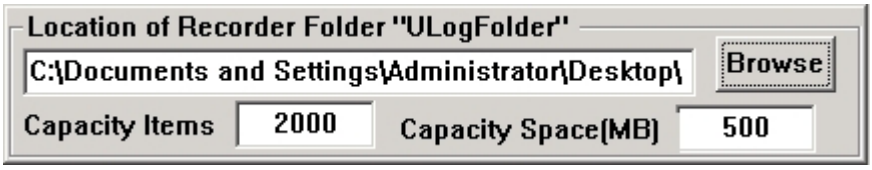
h. Audio File Formats: If you select the voice data file as **WAV[8bitPCM]** (.wav) format, the program will use your computer's default player for playback. This mode is not the recommended mode for either storage usage or audio quality reason. It is good for voice file compatibility, however, the amount of hard drive storage space required for each recording will be substantially larger than with **UP** selected.

If you select the **UP** (.up) format, you should further select one of the 4 sub-modes provided by the hardware referring to the following graph. The application will use a specified UpPlayer for playback of the voice file saved in this mode.

Mode 0 --- Worst for capacity, normal for quality.
8bit linear PCM mode used in the 1st generation recorders.
Mode 1 --- Best for capacity, worst for quality.
2bit ADPCM mode.
Mode 2 --- Good for capacity, normal for quality.
3bit ADPCM mode. Default mode set from factory.
Mode 3 --- Worst for capacity, good for quality.
8bit nonlinear PCM mode.

i. DAVA Settings: If the volume levels of the 2 sides of a conversation are different, or if the line quality is not well adjusted, the Digital Automatic Volume Adjustment (DAVA) function will amplify the lower or far side to more closely match the level of the stronger or near side of a recorded conversation. Since background noise will also be amplified together with the sound, there will be a compromise to permit weak voices to be played at higher levels without raising background noise levels to objectionable levels. To enable a small amount of DAVA during recording select **L1 (Less)**. For a greater level of DAVA, select **L2 (Deep)**. This option is available only when have selected to save **Audio File Format** as **WAV(8bitPCM)**.

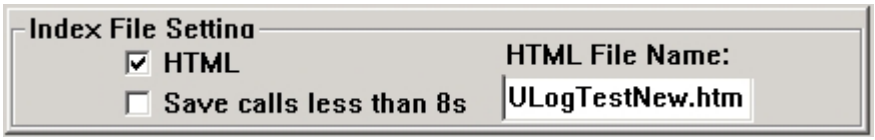
j. Location of Folder with Recordings "ULogFolder": The UpCorder software must set a location on the computer's hard drive for the UpCorder folder named ULogFolder. This is where the index files and voice files of recorded conversations will be stored. By default, it is set in the application program folder. You can change its location to a different location by clicking on the **Browse** button to locate another folder on the local PC hard drive that will be the location of the active ULogFolder. It is the user's responsibility to make sure enough free space is available on the PC hard drive for the data files.



You can set the items capacity (number of recordings) as well as space capacity (number of MB allocated on the hard drive for storing recordings) for the application. To assist in knowing when to backup or change folder operations, the application will display the ratio your recordings have reached in regard to your maximum settings. The default values are 2000 items and 500 MB. To minimize the chance of missing recordings, do not let the items or space capacities reach 100% increase item capacity. Allocate extra hard drive space, delete some calls, or select a new folder where new recordings will be saved.

k. Index File Setting "HTML": In addition to the binary application index file, named "UpCorderLog.ULOG", this selection will generate a HTML index file. This name is changeable. The default name for it is "ULogTestNew.htm".

Notice: 1. This file is a must for log viewing so never set it to off (always leave this box checked).
2. With any recordings already logged, don't change the name for an existing location.
3. To view the list of recorded calls in the ULogFolder, you can either open this file from the UpCorder **Configuration** menu or independently use your PC file manager. If opened using the UpCorder **Configuration** menu, new recordings will also be stored in the selected folder. If opened with file manager, it will not change where active recordings are stored. You will be able to play recordings and convert individual files to WAVE files, but will not have access to UpCorder **File Manager** functions such as Search, Batch Conversion, and Text Editing.



l. Save Calls Less Than 8 Seconds: For outgoing phone calls, if the phone number is less than 3 digits or the recorded duration is less than 8 seconds, the recording will be considered as not being a valid conversation and be discarded. If you click on the **Save calls less than 8s** box and place a check mark in it, phone line recordings of less than 8 seconds will be stored as with longer calls. Click on this box again to remove the check mark if you do not want to save short phone line recordings.

m. Notice for PC settings: Some of the above settings must be locked into the TeleCorder hardware by restarting the recorder. If this is the case, you will see a message to restart the recorder hardware (unplug the USB cable from the TeleCorder, wait 10 seconds, and re-connect). Any changes made that are stored in the TeleCorder should now be locked into the recorder's internal memory.

After the settings have been changed, check to make sure that the recorder is functioning as expected.

1. **Notes**
   - **a.** Settings to the TeleCorder hardware should only be made when there are no active recordings. To avoid interruption of active recordings, it is recommended that you configure operating parameters while the recorder is idle. If channels are active when you need to make hardware setting changes, unplug the input cables and wait for all channels to stop recording prior to opening the **Configuration** screen and making changes to the settings that are stored in the TeleCorder hardware.
   - **b.** The TeleCorder hardware listens for outgoing numbers dialed using DTMF/touch-tone signaling and stores them with the recording. It is possible for it to document and record false phone numbers, particularly in VAR mode when recording broadcast radio music where the audio can mimic sounds of dialing. To avoid collecting and recording these erroneous

numbers, you can use the **Configuration** menu to disable the storing of dialed digit signaling.

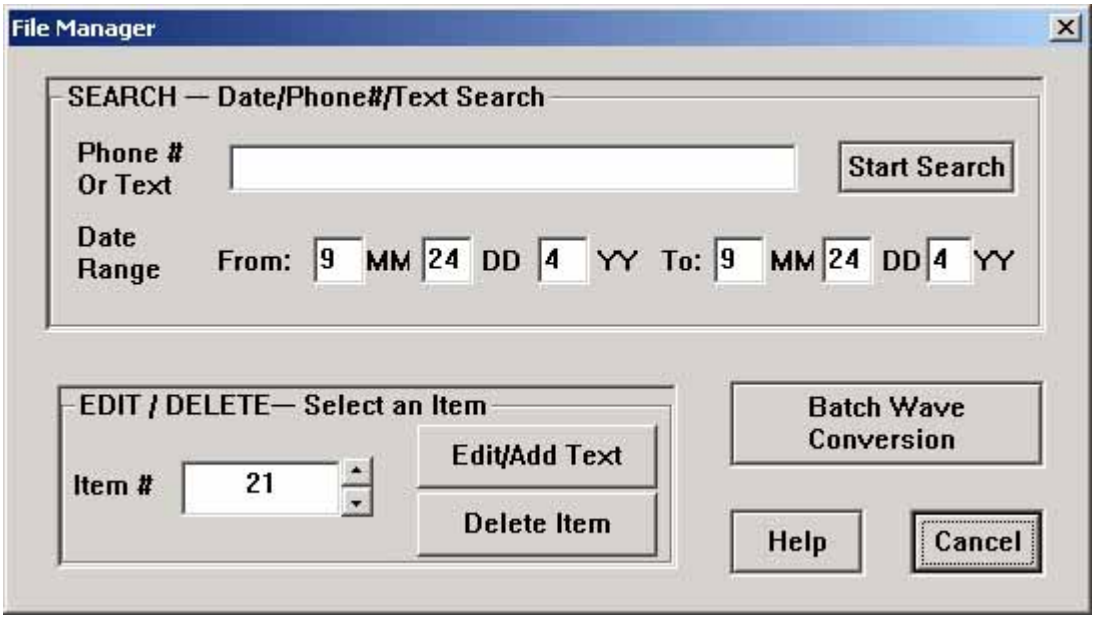
c. Only one TeleCorder can be used with your PC at a time. UpCorder software does not support multiple TeleCorder units simultaneously connected to the same PC.

4 File Manager

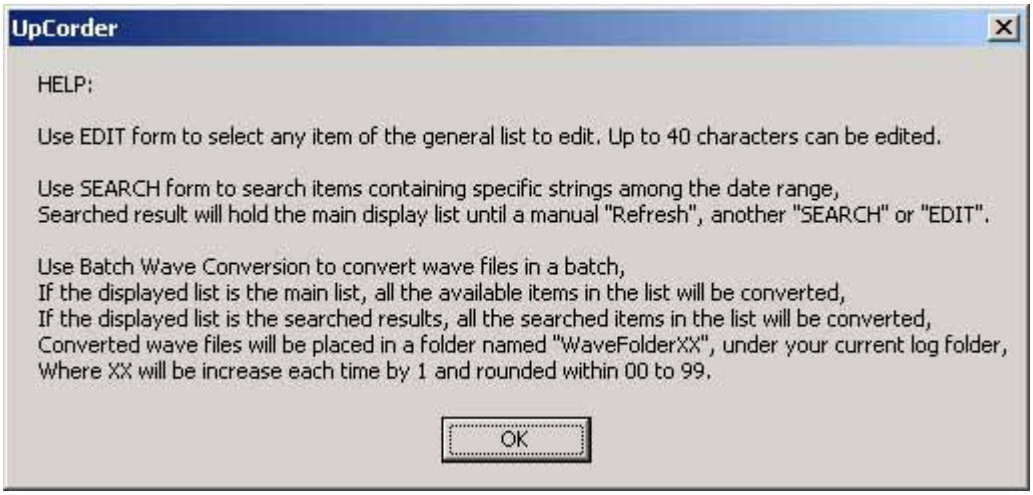
a. **File Manager** provides functions to add or edit text comments associated with each recording, search recordings in a folder, do batch conversions of .up files to .wav files, and delete individual recordings.

To bring up the **File Manager** menu from the **Port Activity** window, click on the **View Log** button to display the active **List of Recorded Calls** window. From the **List of Recorded Calls** menu, click the **File Manager** button.

Refer to the following image. You can only select one function at a time.



If you click the **Help** button, the following help window will pop up.

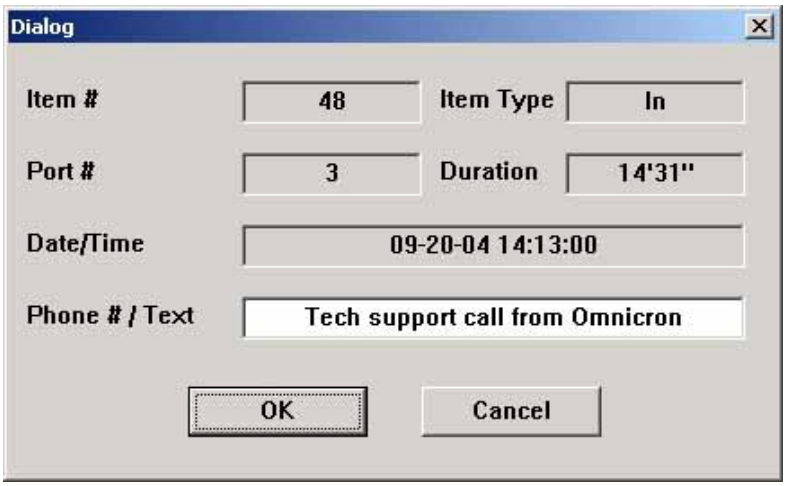

UpCorder
HELP:
Use EDIT form to select any item of the general list to edit. Up to 40 characters can be edited.
Use SEARCH form to search items containing specific strings among the date range,
Searched result will hold the main display list until a manual "Refresh", another "SEARCH" or "EDIT".
Use Batch Wave Conversion to convert wave files in a batch,
If the displayed list is the main list, all the available items in the list will be converted,
If the displayed list is the searched results, all the searched items in the list will be converted,
Converted wave files will be placed in a folder named "WaveFolderXX", under your current log folder,
Where XX will be increase each time by 1 and rounded within 00 to 99.
OK

b. **Search:** Search is designed to search recorded items in a date range, with or without numbers or text string in the phone number/text field.

The software automatically enters today's date in both the **From:** and the **To:** fields. Edit the boxes for month (**MM**), day (**DD**) and year (**YY**) to match the criteria required for your search.

If you input a text/number string in the **Phone # or Edited Text** field, every item within the date range that includes this string in its **Phone # and/or edited Text** field will be retrieved from the list and if there are matches, displayed in an updated **LIST OF RECORDED CALLS**. Otherwise, all the items within only the date range will be searched out and displayed. If no recordings in the list match your search criteria, you will receive a no file found response. A batch conversion to .wav files can be done on the found set of recordings. Search results will be retained in this window until the next manual **Refresh**.

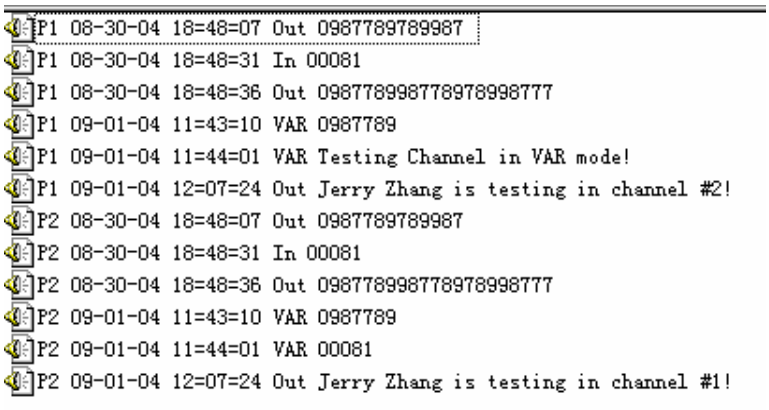
c. Edit:



You can edit the text or add text to the contents of the **Phone # and/or Edited Text** field of any item in the general list. To edit the text displayed for a recording, use the up/down arrows to change the item number in the field or input the **Item Number** that you wish to edit in the **Item #** box, then click **Edit/Add Text**. A new window will show all of the information available for this recording — refer to the above picture. Note that all information about the recordings except the **Phone # / Text** field cannot be edited. Up to 40 alpha numeric characters can be entered into this field.

When you finish, click either **OK** or **Cancel** and you will return to the View Log window to check that the text has been satisfactorily modified. Confirm that the changes in the text field are correct. This function is not enabled in off-line mode or with a **View Log** window that is not the active folder where new recordings will be saved.

d. Batch Conversion to WAVE Files: You can use **Batch Wave Conversion** to convert multiple files in a batch to .wav format. All the items included in the **View Log** list (either general list or the searched result list) will be converted. Converted wave files will be placed in a folder named "WaveFolderXX" under your current log folder (XX will increase each time by 1 and be between 00 and 99). All of the information related to each recording will be duplicated in its long file name — refer to the following image.



IV. Recording Privacy

When recording conversations, you must consider the privacy of all individuals that are part of the conversation. Some countries require notification of one or all participants in recorded conversations. Check your local and national legal obligations on this and other issues concerning the use of the TeleCorder.

In the United States, the Federal Government requires that at least one person that is a participant in a conversation knows that it is being recorded. Some states require all parties to be aware that a conversation is being recorded. Check local regulations.

The manufacturer and retailer accept no liability for the loss of data, the possible consequences thereof, or general misuse of recorders.

V. Guarantee & Liability

Your TeleCorder has a 12-month limited manufacturer guarantee. The guarantee is effective only for normal use. It is not valid under exceptional environmental or operational conditions, such as extreme temperatures or humidity levels, nor in the event of a lightning strike or similar damage from excessive voltages on connections. The guarantee is not valid if it has not been handled properly, for example, if it has been damaged by dropping. Contact your supplier or the manufacturer. The guarantee does not cover costs of sending to or from the supplier or manufacturer, and does not cover any expenses resulting from the failure of TeleCorder.

Correct functioning of the TeleCorder and UpCorder software cannot be guaranteed under all conditions. The TeleCorder supplier and manufacturer cannot and will not accept any liability for loss of information or other damages due to the use or misuse of the TeleCorder. Suppliers and the manufacturer are not a source of official interpretation of laws and shall not be construed as a source for making decisions.

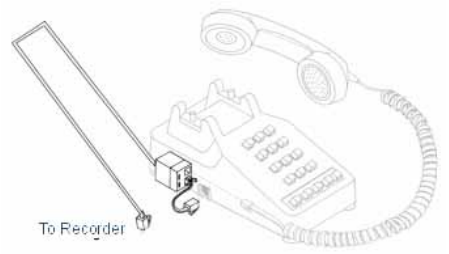
VI. Specifications (subject to change without notice)

Number of Channels: Two with UC-02B, four with UC-04B
Capacity (hours): Limited by available hard drive capacity of client PC
Digital Encoding: Voice quality good, A-law PCM mode (25% as specified, 28.80 MB/hour)
Voice quality OK, G.726 2bit ADPCM mode (as specified, 7.20 MB/hour)
Voice quality very good, G.726 3bit ADPCM mode, (75% as specified, 10.84 MB/hr.)
Voice quality excellent, 8bit linear PCM mode (25% as specified, 28.80 MB/hour)
Frequency Response: 340-3,400Hz, +/- 3db
Sampling Rate: 8,000Hz
Recording Trigger: Off-Hook (phone line voltage sensing for start/stop, <20vDC>)or VOX/VAR
(audio activated for start/stop – 0.80Vpp, 0.40Vpp, 0.20Vpp, or 0.10Vpp)
Line Impedance AC: >10k ohm
Line Impedance DC: >10M ohm
Ringer Equivalence: <0.1
Caller ID: FSK/DTMF
Dialed Number: DTMF
Internal Storage: None
Size: 4-3/4" wide x 7-1/8" deep x 1-1/4" high, (not including cables)
Weight: 13 oz., (not including cables)
Power Requirements: Supplied by host PC via USB cable
Guarantee: Twelve month, limited
Manufactured by: Beijing ChangXing Co., Ltd., China
Distributed in U.S.A. by: Omnicron Electronics, Putnam, CT U.S.A.

VII. Recorder Accessories

TeleCorders come with cables that are suitable for installations where the audio sources are terminated with modular phone jacks. If the supplied cables are not appropriate for your installation, contact your TeleCorder representative for assistance in selecting accessory cables or adapters to match your application.

TSA-3LM — Telephone Handset Supervisory Adapter



The TSA-3LM is the easiest, and most popular way to monitor conversations on individual telephones. It can be used to provide a simple method of connecting the recorder to the telephone handset or headset audio. It can be used with most telephone styles that have a standard modular handset or headset jack (RJ-10, 4P4C). Simply connect one end of the cable in series with the telephone handset or headset cord and connect the other end to the recorder. The TSA-3LM has a twenty-five foot (25') output cable that can be extended with the T25-EXT or other suitable phone line extension cables.

TSA-SLM — Telephone Handset Supervisory Adapter, with on/off switch

The TSA-SLM provides all of the functions and features of the TSA-3LM with the addition of an on/off switch that is used to disconnect the telephone audio from your recorder when you do not want your conversation recorded. The TSA-SLM has a 25' output cable that can be extended with the T25-EXT.

TSB-15L — Boosts Weak Handset Audio for Recording

Handset audio levels from most phone sets is loud enough to be satisfactorily recorded with your TeleCorder. However, some phones may have weak audio that can be boosted by +15db by using the TSB-15L. Instead of connecting the handset audio directly to the recorder, connect it to the modular input jack on the TSB-15L, and connect its 10″ output cable to the recorder's input jack. Audio levels are increased by a transformer. No external power is required.

TSB-6 — Telephone Line Switch Box

Connects in series with the phone cable (RJ-11 single-line circuit) feeding your recorder. With its ON/OFF switch in the OFF position the output RJ-11 jack is disconnected from the input RJ-11 jack. The TSB-6 includes a six foot phone cable terminating in an RJ-11 plug.

T-18 — Telephone Line Cable with "T" Adapter

This multi-purpose cable assembly can be used to connect between two RJ-11 (single line) or RJ-14 (two line) phone jacks. It is 18' long and comes with a "T" adapter. The "T" adapter is used when you do not have an extra jack for the cable connection. It will convert a single phone jack into two parallel jacks.

T25-EXT — Twenty-Five Foot Phone Line Extension Cable

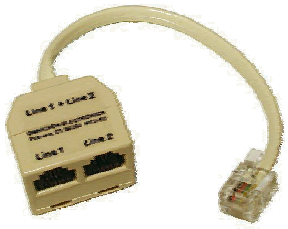
Provides a 25' extension for standard RJ-11 or RJ-14 phone cables with a modular plug on one end and a modular jack on the other end. It is compatible with either single line RJ-11 or two line RJ-14 cables.

MOD-SC — Converts Modular Phone Plug to 3.5mm Mini-Plug

The MOD-SC is used when you have a cable with a standard RJ-11 single-line telephone type plug that you need to connect to audio from equipment with 3.5mm mini-plug jack. It has an RJ-11 jack on one end and a 3.5mm monaural mini-plug on the other end.

The MOD-SC is typically used to connect modular telephone line cables used with audio recorders to the audio output of a radio receiver that uses a 3.5mm jack for speaker or line level audio output.

MTJ-S2 — Converts a 2-Line RJ-14 Modular Telephone Jack into Separate RJ-11 Single Line Jacks



This adapter/cable assembly splits a 2-line RJ-14 circuit/jack into two RJ-11 jacks (Line-1 on left and Line-2 on right). It is typically used with the two line jacks on the TeleCorder and other Voice Logging Recorders that have two inputs on a single modular jack (RJ-14, 6P4C).

PZ-2LA — Pressure Zone Room Monitoring Microphone with Line Level Output

The Omnicron PZ-2LA Microphones are Pressure Zone Microphones designed for meeting and conference recording. They look like a switch, not a microphone, so as not to draw attention.

Like other Pressure Zone Microphones, they use a miniature microphone capsule mounted near a sound reflecting plate. In this zone, direct sound from the source combines in phase at all frequencies with reflected sound. The benefits are many: 6 dB more sensitivity, 6 dB less noise, a wide smooth frequency response free of phase interference, excellent clarity, and consistent pickup anywhere around the microphone. A built-in amplifier provides a high level output. Power for the amplifier in the PZ-2LA is provided by an AC power adapter which is supplied with the PZ-2LA microphone. The PZ-2LA comes with a cable for connecting to the RJ-11 jack on the TeleCorder digital audio recorders. If the microphone is located more than 25' from your recorder, standard RJ-11 telephone extension cables can be used. One twenty-five foot (25') extension cable is supplied with each PZ-2LA.

VIII. Contact Information for Support and Service

Manufactured in China by: Beijing ChangXing., Co., Ltd., www.telecorder.com

Distributed in USA by:
Omnicron Electronics
581 Liberty Highway
Putnam, CT 06260

E-Mail: support@omnicronelectronics.com
Web: www.omnicronelectronics.com
Phone: (860) 928-0377
Fax: (860) 928-6477

IX. Notes:

1. Avoid shaking the TeleCorder, and keep it in an environment with moderate temperature and humidity that is suitable for electronic equipment. Do not expose to rain or moisture.

2. There are no user-serviceable parts inside of the TeleCorder. Refer servicing to qualified service personnel.

3. In the UpCorder software, there are settings that are stored in the software running on your PC (for example, ULogFolder location) and settings that are stored in hardware in the TeleCorder recorder (for example, the VAR settings). Settings that are recorded in the PC software are stored in the PC registry.

The ULogFolder is one of the software settings that are stored in the PC. Each time UpCorder software is opened, it will check for the last active ULogFolder. If it can find one, it will place new recordings into this folder. Otherwise, it will create a new ULogFolder in the location where your UpCorder software is installed. You can check or change the location of the active ULogFolder from the “Configure” window. You can also create a new ULogFolder from the Configuration menu.

If the active ULogFolder is empty, as it will be if you create a new folder, the "View Log" button will not display an empty log. As soon as new recordings are added to the log, you will see the list of recordings when “View Log” is selected.

USER NOTES:

Tele*Corder*

Voice Logging Recorders are distributed in the U.S.A. by:

581 LIBERTY HIGHWAY ● P.O. BOX 623 ● PUTNAM, CT 06260

☎ (860) 928-0377 ● FAX (860) 928-6477

support@omnicronelectronics.com

www.omnicronelectronics.com